

Congratulations. Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**



Julio Vázquez Sr
Commissioner of
Community Development



Robert J. Duffy, Mayor
City of Rochester, NY

City of Rochester

Department of Community Development
Bureau of Buildings and Zoning
City Hall, Room 121B
30 Church Street
Rochester, New York 14614



City of Rochester, New York

Dept. of Community Development
Bureau of Buildings and Zoning

Obtaining a New Deck Permit

How to
Make the
Process Go
Smoothly.

1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including size and location of deck.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.

2 Follow Through with Application Requirements:

- Ensure inspection of footings and/or foundation depth before pouring concrete and setting posts.
- Ensure inspection of rough framing before skirting.
- Ensure final inspection after completion.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

3 Supply Additional Submissions:

- You must also include two (2) copies each of:
- An Instrument Survey Map of the property.
 - Deck plan with construction details, drawn to scale, including footings/foundation, joists, handrails, stairs, etc. Large and/or structurally complicated decks may require drawings signed and sealed by a design professional licensed in the State of New York.

4 Pay the Required Fees:

The fee for your permit is based on the size of the deck:

- Smaller than, or equal to 144 sq. ft.: **\$75.00**
- 145 sq. ft. to 399 sq. ft.: **\$100.00**
- Greater than, or equal to 400 sq. ft.: **\$150.00**

Helpful Information:

- Decks must be located in the rear yard.
- All footings must be at least forty-eight (48") ins. deep.
- Stairs consisting of more than four (4) risers require handrails.
- If the deck serves as an outdoor seating area for a commercial use such as a restaurant or bar, further special approvals may be required, call **428-7043** for more information.

- Call **428-7043** for setback, lot coverage and other information.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- Call **428-6561** with any questions regarding construction details during the planning stages.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

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Bureau of Buildings and Zoning**
City of Rochester Permit Office
City Hall, 30 Church St., Room 121B
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9:00 am – 4:45 pm

Questions? Call 311
www.cityofrochester.gov